

COMMONWEALTH COMMUNIQUE

Issue No. 00-02

The Personnel Cabinet publishes this newsletter for state government employees.

April 2000

Legislative Session Moves Kentucky Forward

From the Desk of Paul E. Patton

As I write this, the Kentucky General Assembly is drawing to a close, and there are still many important issues to resolve. It is too soon to pass judgment on all of the work of the legislature. But it is certain that when this session is over the important decisions and choices that have been made will have a profound effect on the people of this Commonwealth.

We proposed a progressive agenda to the legislators, an agenda that was designed to move Kentucky forward into the 21st century. Obviously, with over 1500 filed bills to consider, the General Assembly was not able to pass all the items on our agenda. One important item that we presented which was not enacted by the General Assembly was our state government pay equity plan, which addressed the inequities in the current compensation system for state workers and would have brought lower paid workers up to a more competitive and equitable pay level. But even if such issues as pay equity for state employees, Smart Growth, solid waste, litter control, and tax reform have not yielded action, they have been established as important issues to be debated and acted on in the future.



Governor Patton signs HB 170, an act relating to child protection.

This legislature did choose to enact several key parts of our agenda that will improve the lives of all Kentuckians.

The most prominent of these so far was the unanimous support for our number one policy initiative for this session, early childhood development. On six different occasions, the legislature approved our plan without one dissenting vote. Kentucky's youngest citizens are winners because of this legislation. Our KIDS NOW program will provide increased training, licensing and education incentives for childcare providers, programs for universal immunization by age 2, newborn hearing screenings and eye exams, and voluntary home visits for at-risk kids, among other things.

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It looks like our colleges and universities will also be winners. The House and Senate both support fully funding the recommendations of the Council on Postsecondary Education. If that recommendation remains in the final budget, we will have the largest increase in funding for our colleges and universities in the history of the Commonwealth. It appears that everyone is in agreement that we must compensate for the way we've neglected higher education in the past.

New programs to help our troubled farmers and to aid sick people in getting affordable health insurance and reducing the cost of health insurance for most healthy people have also passed. And workers' compensation will be adjusted to remove some of the inequities of the present system. However, I will continue to work for additional changes to treat coal miners with black lung more fairly.

Some of our other proposals didn't receive the attention we felt they deserved. Collective bargaining was shelved without even being debated this session, but we still maintain that state employees deserve the same bargaining rights as employees in the private sector. Also,

(Continued on page 24)

New Employee Evaluation System Gets Approval

by Personnel Cabinet Secretary Carol Palmore and Johnny Keene, Director, Office of Performance Management

The editors of the *Communiqué* and I had always planned for my article in this edition to be a recap of personnel-related legislation that passed during the 2000 Session of the Kentucky General Assembly. As this article is being drafted on Friday, April 7, 2000, there is still much work left to be done by our Senators and Representatives, including the enactment of a budget for state government for the next two fiscal years. Due to publication deadlines, this article has to be written and submitted without knowing what additional bills may or may not pass next week that will affect state government employees.

The issue about which we have heard the most comments from state employees is whether there will be a "high three" enacted. For those of you who are new to state government or do not have enough seniority to be concerned about retirement benefits, this means that the salary used in the formula for calculation of retirement benefits would be based on the three years in which you earned your highest salary as opposed to the current five years. On average this would increase retirement benefits by about 6%. As you can imagine, many longer term employees are very much in favor of such legislation. As of this date, no bill containing a "high three" provision has passed both houses. But some of the people who are lobbying hard for this legislation keep reminding me that "it ain't over until it's over" and the legislature will be back in town next Tuesday.

Due to the fact that there are so many bills still pending, we will include a legislative summary of bills that relate to personnel issues and state employees on our web site after the Session ends and the Governor exercises his constitutional responsibilities of signing bills into law or vetoing them. Our web site address is www.state.ky.us/agencies/personnel/pershome.htm, and we will have this information on our site sometime during the last week in April.

One bill that did pass of which we are very proud was House Bill 763 dealing with a new system of employee evaluation. This bill was proposed by the Personnel Cabinet and sponsored by Representative Adrian Arnold from Mt. Sterling, Kentucky. Johnny Keene, Director of the Office of Performance Management in the Personnel Cabinet, and Deputy Secretary Singer Buchanan were instrumental in writing this legislation and working with Representative Arnold on its passage. Mr. Keene is the guest author of the remainder of this column and will tell you about this bill, and how it is intended to help state employees.

As a direct result of the passage of HB 763 in the 2000 Session of the General Assembly, a new and improved employee evaluation system will go into effect for all full-time, merit employees effective January 1, 2001. The new system will allow us to improve the evaluation process as it relates to: training supervisors; orientation for employees on performance evaluation; an improved



Johnny Keene

method for determining ratings; employee rewards for outstanding performance; annual evaluations; periodic informal meetings; internal appeals; and appeals to the Personnel Board.

The Personnel Cabinet is presently in the process of developing administrative regulations to implement the details of the new system. To do

this we plan to bring together a team of agency representatives to ensure that we address the unique needs and concerns of all agencies in state government. Once we decide what the final regulations will cover, two separate public hearings will be scheduled to seek input from employees and the general public on what we plan to do. Employees interested in commenting may do so orally or in writing. The Personnel Cabinet will discuss, analyze, and respond to all comments. After employee and public input has been addressed, the regulations go before two committees of the General Assembly, the Administrative Regulations Review Subcommittee and the State Government Committee for review. Employees and the general public may also make comments on the regulations at both committee meetings.

Please remember that employee performance evaluation can benefit you in several ways. It can improve communication between you and your supervisor about work. It can also provide the mechanism for reviewing your progress as an employee. Finally, under the new system you may be rewarded with additional vacation time for outstanding performance.

In summary, for the last 14 years I have worked diligently to train supervisors on the effective use of performance evaluations; to educate employees on the importance of the process; and to assist in bringing forth an improved evaluation system. I strongly believe that in today's workforce we must value employees and treat them as investments. Through the new evaluation system, state government now has the opportunity to move forward with efforts to improve individual job performance and the overall results of our human resources in order to provide the highest level of services to the taxpaying citizens of the Commonwealth of Kentucky. The Office of Performance Management is charged with administering the statewide employee evaluation system, and we are very interested in any comments or questions you may have regarding this effort to implement a new system: Personnel Cabinet, 200 Fair Oaks Lane, Room 525, (502) 564-4673 or via e-mail at Johnny.Keene@mail.state.ky.us

2000 ESS Award Recipients

We are starting off the new year with a new brochure which you should receive with your paycheck on April 30. It will provide you with the necessary information about the ESS Intra-net site, your cabinet/agency coordinator, and brief instructions. Inside the brochure will be an Employee Suggestion Form (P-35) for your convenience. If you will not be using the brochure in the near future, please forward extra copies to your cabinet/agency coordinator.

The following suggestions were approved for the First Quarter of 2000:

Cabinet for Families and Children

Name: Darrell W. Logsdon

Award: \$600.00

Savings: \$6,000.00

Name: Linda Clements

Award: \$2,500.00

Savings: \$162,130.00

Finance and Administration Cabinet

Name: William Cornish

Award: \$2,500.00

Savings: \$32,535.00

Name: Vickie Kessler

Award: \$100.00

Savings: Intangible

Accessibility Project Gains National Recognition



From left to right: John Glisson, ADA Action Network of Kentucky; Pam Wallace, ADA State Coordinator; Michele Sither, Kentucky Commission for Children with Special Health Care Needs; Mike Utley, UPS Representative; Sharon Fields, N.O.D. State Representative and KDC Director; Mayor Wayne Potts of Mayfield; Susan Higdon, Teacher of GCHS Community Service Learning Class; and Jimmy Bostic, Building Official with the City of Mayfield.

A project headed by a social worker from the Commission on Children with Special Health Care Needs has won third place in a national competition to promote inclusion for people with disabilities.

The \$1,500 prize went to Graves County for an accessibility survey of nearly 100 local businesses by 33 students at Graves County High School. Students in the Community Services Learning Class surveyed and recommended changes to remove barriers to people with disabilities.

Michele Sither, a social worker with the Commission's Paducah Office, worked on the project along with the West Kentucky ADA Action Network. She works with young people birth to age 21 with chronic health care conditions.

"The accessibility project was student driven with the knowledge that one day they will be future leaders and will be aware of ADA standards for accessibility," Sither said. "The award money is seed money for Graves County's continued efforts to bring people with disabilities into the mainstream of community life."

The Commission has 14 offices across the state and provides medical treatment to children with physically disabling conditions.

The National Organization on Disability sponsored the competition in which five cities and four counties across the nation received \$30,000 in prize money. United Parcel Service donated the award money.

An awards presentation and reception took place February 14 with representatives from Mayfield, the Commission, and other groups that took part in the project.

KSP Trooper Wins National Award



Pictured L to R: Charles Graves of 3M Corp., Lt. Col. John B. Lile, Trooper Chad White, Charles Logsdon-Commissioner of Vehicle Licensing, Captain John Thorpe

Trooper Chad White, Post 5, LaGrange, was recently recognized by a national law enforcement program for meritorious service in the apprehension of a fugitive from a Louisville Police investigation into the sexual assault and abduction of a six-year-old girl.

Acting on a description of the suspect and his vehicle, Tpr. White located the suspect on Interstate 71, and after coordinating information with Louisville and Jefferson County Police, White detained James Gustin, of Springdale, Ohio. Gustin was subsequently convicted and sentenced to 40 years in prison.

Tpr. White was honored with a Meritorious Achievement Award in the Looking Beyond the License Plate program sponsored by 3M Corporation in association with the International Association of Chiefs of Police (IACP). Tpr. White is one of only nine officers nationwide to receive this award.

KSP Sergeant Scores Highest at AOC Training

Kentucky State Police Sergeant Russ Harney, Post 7, Richmond, obtained high honors at the recent graduation of the 102nd Administrative Officers Course (AOC) at the Southern Police Institute at the University of Louisville. Sgt. Harney received the Director's Award for Academic Excellence for recording the highest academic average in the graduate program.

The members of the 102nd AOC included 60 law enforcement administrators from 23 different states. The course curriculum is designed to develop informed, effective, and ethically and technically competent law enforcement managers who are capable of assuming positions of leadership in their respective agencies. It includes instruction in law enforcement leadership, administrative management, personnel issues, organizational behavior, current law enforcement issues, diagnostic problem solving, and administrative law.



Russ Harney

KSP Hosts Buckle Up Awards

The KSP hosted the 1999 Buckle Up Kentucky awards ceremony in Lexington in February. The campaign ran from July 1 through December 31, 1999, and involved enhanced enforcement of seat belt and child restraint laws. There were 127 law enforcement agencies across the state involved in the campaign.

Participating law enforcement officers issued "Thank You Tickets" to drivers and passengers who were observed wearing their safety belts. Nearly 19,000 of the tickets were returned to the KSP Highway Safety Branch, making the ticket recipients eligible to win three different cash prizes. "The purpose of the Buckle Up Kentucky campaign was to raise public awareness about seat belts and child restraint devices, thus reducing the state's highway fatality rate," explained Sgt. Tony Young, Commander of the Highway Safety Branch.

In 1999, 67 percent of the people killed in motor vehicle crashes in Kentucky were unrestrained.

KSP officers honored at the awards banquet were Tpr. Brent Graham, Post 1; Tpr. John Clark, Post 2; Tpr. Dathan Tarrence, Post 3; Tpr. Jamie Heller, Post 4; Tpr. Howard Rice, Post 5; Tpr. Aaron Beighle, Post 6; Tpr. Chris Lanham, Post 7; Tpr. Mark Grisik, Post 8; Tpr. Darrin VanHorn, Post 9; Tpr. Kelley Farris, Post 10; Tpr. John Root, Post 11; Tpr. Jerry Wise, Post 12; Tpr. Wendell Scott, Post 13; Tpr. Mark Padgett, Post 14; Tpr. Wayne Bemiss, Post 15; and Tpr. Ken Carter, Post 16.

Department of Parks Honors Employees



Rhonda Robinson

Six outstanding Department of Parks employees have been recognized as Employees of the Year for 1999.

The six were selected by a peer committee through a program called RARE — Rewards, Awards, and Recognition for Employees. It was developed in the mid '90s to honor the accomplishments of exceptional department employees.

Each quarter, employees are singled out for their exceptional work. From that group, employees of the year are chosen.

Those honored were Rhonda Robinson, Greenbo Lake State Resort Park; Lisa Sutton, Levi Jackson State Park; Rita Spradlin, Cumberland Falls SRP; Ralph Martin, General Butler SRP; Mila Richardson, Kentucky Dam Village SRP; and Gene Hammonds, Central Office.



Lisa Sutton



Rita Spradlin



Ralph Martin



Mila Richardson



Gene Hammonds

Smith Named Communicator of the Year

The Kentucky Association of Government Communicators has named Kentucky Agriculture Commissioner Billy Ray Smith its Communicator of the Year. Commissioner Smith frequently speaks on agricultural issues before audiences throughout the Commonwealth. He is the broadcast spokesman for the "Pride of Kentucky" program that encourages the purchase of Kentucky-made farm products. He also has written on farming issues in numerous agricultural and general interest publications.

"Each year the Kentucky Association of Government Communicators gives this award to someone who is considered an excellent communicator and who serves as an effective spokesman for his cause or organization," said Lisa Summers, KAGC Vice President for Administration. "Billy Ray Smith has done a wonderful job of advancing agricultural interests in Kentucky. We are pleased to present the Communicator of the Year Award to him."

KAGC is a professional organization of government employees throughout the state whose principal duties involve communicating with other government agency personnel, the news media, and the general public.



Commissioner Billy Ray Smith speaks at the KAGC Awards ceremony.

He's One of a Kind:

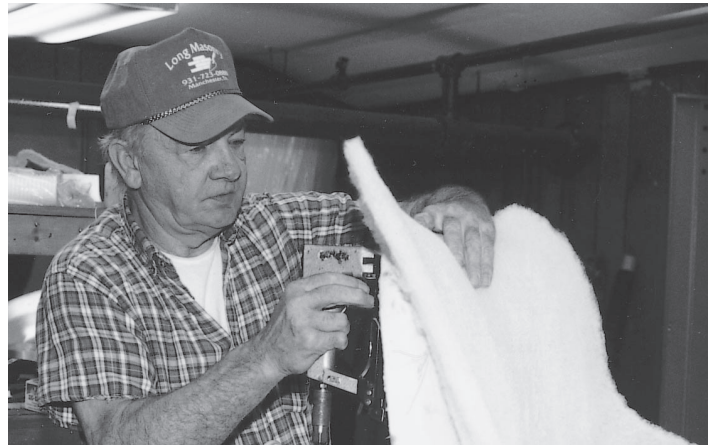
James W. "Woody" Black Keeps State Offices Sitting Pretty

You wouldn't know he's there unless you go looking for him. The state surplus properties office is hidden enough, tucked off Holmes Street adjacent to the motor pool. But Black's shop is way behind that, on the top floor of a frame building that is tucked up underneath the bluff where the first railroad made its way into Frankfort from Lexington in the early 1800s. He's the only one of his kind among 30,000-plus state employees.

Every day for the past 14 years James Woodford "Woody" Black has been recycling and reupholstering furniture that belongs to the state. It all goes back to state offices where it doesn't look remotely like it did in its former life, saving taxpayers' funds and agencies' budgets. He can turn out 10 to 12 basic desk chairs a day with fabric that makes them look like new (Prison Industries provides any wood refinishing that's needed). Other furniture, like wing back chairs and couches, naturally take longer—maybe a day. His assistants are prisoners on work release—some who stay for a number of months and show a real interest in Black's patience and ability to teach his art, and others who are just passing through.

Black shyly but proudly describes what he does for a living as an art. Anybody who has ever tried to work with fabric and furniture or watches him for awhile would agree. Black doesn't even need patterns for what he does. He says that each piece of furniture, even items that appear to be identical, is different and has to be fit with fabric just so. Others have taken notice of his abilities and Woody Black has been recognized with an ACE (Adjustment for Continuing Excellence) award by the Department of Administration in the Finance and Administration Cabinet, for his work for the Division of Surplus Property.

Black began his state government career as an upholsterer in the fall of 1986, after working in a furniture factory and local upholstery businesses for about twenty years. His work has enabled the division to recycle some 14,000 reupholstered chairs back to state and local government offices, saving agencies thousands of dollars. Any government entity would be doing itself and the taxpayers a fiscally responsible act by checking the



Here, as in all the days of his 14 years as state government's lone upholsterer, "Woody" Black works on one of the 14,000 pieces of furniture he's refurbished, saving Kentucky taxpayers and government agencies money on seating for state employees. Black doesn't need patterns for the pieces he cuts and sews, and he relies heavily on his electric stapler.

surplus property inventory prior to making a seating purchase. After Woody gets finished with pieces, they look new. Or in the case of the boxy orange chairs and couches that have been around for a while, much better than new.

Anyone who knows the state personnel system could conclude that the career ladder for the lone upholsterer might be kind of limited, but Black impresses one as a man who works hard and without complaint though having a constantly rotating staff adds additional challenges to his job. Mike Abell, the division director who nominated Black, said he has a positive attitude, an excellent attendance record, and is productive all day, every day. "He supervises an inmate crew of two or three people, and is an exceptional instructor," Abell says. "He encourages inmates to learn his craft and consider a future in the upholstery business. He hates to lose a good worker to freedom but moves on to train another, then another."

Black has lived near Pleasureville on the Henry/Franklin County line for most of his life. He has five grown children and now he and his wife are raising a six-year old granddaughter. "She's something," he says, with an additional sparkle in his eye. "Smart. Top of her first grade class and loves to read, write, draw. Always doing something."

With a one-of-a-kind grandpa like Black, it's no wonder.

Surplus Property up for Public Auction Monthly

Furniture upholstered by Woody Black is sold only to state, local, and non-profit agencies registered with the Secretary of State's Office, but the Division of Surplus Properties routinely has sales at 514 Barrett Avenue in Frankfort. Public sales are usually the first Wednesday of each month, weather permitting, and times vary. Single items like desks, chairs, and filing cabinets are auctioned as well as "large lots"—groups of one particular item. For more information about the Division of Surplus Property auctions, access the division's web site at www.state.ky.us/agencies/adm/mars/auction.htm or call (502) 564-4836.

The Department of Facilities Management Division's Creed: Plan for the Worst and Hope for the Best

They tend to 40 buildings, as large as the Human Resources complex (1,600 people) to the Vest Lindsey House on Wapping Street in Frankfort that has a staff of one. A few buildings are relatively new; the largest are nearly 30 years old and the Capitol is approaching its centennial. That adds up to four million square feet of space and 600 acres of manicured lawns and gardens. Never mind the more than 7,000 parking places and special events like the inaugural festivities, the Derby breakfast, and weather emergencies.

Marvin Mills heads a staff of about 200 people who maintain, remodel, repair, and create throughout state-owned facilities in Frankfort, Lexington, London, and Madisonville. He is backed up by Jack Tharpe, assistant director for the construction and landscaping branches, Lowery Kincaid, branch manager for building operations, Joe Cummins, construction branch manager, Kim Cowherd, acting assistant director for operations and Stephanie Freels, the administrative specialist, who together comprise about a century's worth of experience with state government.

Mills, who was named the director for Building Services for the state Finance and Administration Cabinet's Division of Facilities Management last fall, calls them the "Light Brigade—people who do a whole lot with a little. They have lots of challenges that are always met and state government and the taxpayers benefit greatly from their expertise."

These aren't folks who clock in from 8:00 to 4:30. They must be able to respond in what they casually refer to as "24/7" or 24 hours a day, seven days a week. They keep the grounds and the buildings ready for the bulk of the work force who report during state business hours. Should snow or ice fall over a weekend, Sundays are for clearing walks, roads, and parking lots. When the General Assembly is in session, extra provisions must be stocked for the extended use of the Annex and the Capitol for the legislature and the endless stream of lobbyists and visitors. No matter what the special circumstances, routine responsibilities to the general work force must continue.

No Traces by Monday

Consider this "routine" scenario. Several years ago a fire broke out in the Capital Plaza Tower on a Friday evening. After the fire department responded, and it was determined that mop water in



Director of Building Services Marvin Mills is surrounded by his staff (from left) Kim Cowherd, acting assistant director for Building Operations; Jack Tharpe, assistant director for the construction and landscaping branches; Joe Cummins, construction branch manager; Lowery Kincaid, branch manager for Building Operations; and Stephanie Freels, the administrative specialist for the division.

the lobby met up with a buss bar—or a rather large transformer—building services staff had to prepare for Monday morning when workers would return. Over the weekend, they sent personnel to retrieve a new buss bar from an Ohio business (after convincing the management to open on a day they were normally closed) to replace the part. Then they did all the clean-up and repair necessary to show the fire marshal that systems were back on line safely for the work week.

During the snows of 1994, when most of state government was ordered off the roads for a week, the building services staff was busy removing cars wedged into the entrance and exit ramps to the Annex parking garage. The vehicles belonged to people who ignored the warnings to avoid the ramps because of ice and snow. By the way, the parking lots, roads, and walkways around state buildings were cleared in less time than the main roads using some creative methods for dumping the abundance of white stuff.

Smooth Y2K

Because of this agency's intense preparation, nary a blip was heard during the Y2K transition. Elevators, escalators, fire alarms, building security and other systems, most of which are computer operated or have embedded chips, moved smoothly from 1999 to 2000. Planning began in mid-September by a core group of staff, using a team approach that was scrutinized by many others as it developed. All buildings were staffed on New Year's Eve to monitor systems. Everyone reported in by 10:00 a.m. and those involved were on their way before noon. Jack Tharpe says the exercise for Y2K was good practice for other emergencies. "We were ready to set up a total command post, including auxiliary power sources and space for cabinet leadership to operate if the need arose," he said.

Special Events/Special Challenges

Now consider the special events such as intimate gatherings for 10,000. Besides building considerable structures for inaugurals and the Derby breakfast, which invite any and all visitors, the building services staff is the backbone for the Rolex Three-Day Event at the Kentucky Horse Park, the Folk Life Festival near the Old State Capitol, the Minority Expo held at the Kentucky Convention Center in Louisville, and the Bluegrass State Games. For a Derby ball, tables were set and flowers in place in the tent, when a tornado warning forced the event inside at the

McCloud to Lead State's 2000 KECC Campaign



Ron McCloud

Thanks to his outstanding leadership in the 1999 Kentucky Employees' Charitable Campaign at the Cabinet level, Ron McCloud, Secretary of the Public Protection and Regulation Cabinet, has been asked to chair the state government campaign for the upcoming year. Secretary McCloud's cabinet contribution totaled \$53,243, more than 200% of their targeted goal. The Cabinet received the "Chairman's Award" for their efforts.

"Ron's enthusiasm for the KECC is evident in the wonderful contributions his Cabinet made to last year's campaign," said Governor Paul Patton. "I'm confident that his dedication and energy will help persuade employees throughout state government to strive for even greater results in the 2000 effort."

State employees set a new record last year by contributing more than \$1 million to KECC. "Viola Miller did an incredible job last year and I'm hoping to emulate and hopefully surpass her success," said Secretary McCloud. "My goal will be to give every state employee the opportunity to hear firsthand how important their participation in the KECC is to their friends, co-workers, and citizens across Kentucky."

The campaign will kick off in April with an address by Secretary McCloud to the Cabinet Secretaries where he will appoint each Secretary as his co-chair. Secretary McCloud will then meet individually with the Secretaries to help them map out strategies to maximize contributions in their cabinets through meetings, fundraisers, and challenges. "Governor Patton has made KECC the priority charity in his administration as it helps so many folks throughout the Commonwealth," said Secretary McCloud. "Our success can be attributed to his commitment and dedication to the KECC."

Employees can choose to contribute to United Way of Kentucky, Community Health Charities, and the Christian Appalachian Project. They can earmark their donation to a specific agency within United Way, within a specific Kentucky county as well.

Public Health Employee Recognized for Service

A Kentucky Department for Public Health employee is being recognized for her volunteer efforts in Louisville.

Libby Burks-Weathers, who works in Louisville for the state immunization program, is a winner of WAVE-TV's STEP Award. This award recognizes African Americans for their community service. Burks-Weathers is being honored for her 15 years of volunteer work, which includes work with the Lincoln Foundation's minority AIDS prevention program and the Glade House, a home for people living with HIV/AIDS.

Burks-Weathers has worked for the state since 1988 and was previously with the AIDS education program. She currently works in Jefferson, Bullitt, and Oldham counties with the immunization program.

She will be among several award winners featured in a broadcast on Monday, February 14.



Libby Burks-Weathers

Transportation Office Wins NAPA Award

The Kentucky Transportation Cabinet's Henderson Resident Engineer's Office recently won the National Asphalt Pavement Association's (NAPA) 1999 Quality in Construction Award for the U.S. 41A (Green Street) project. The Prime Contractor was E & B Paving of Evansville, Indiana, and the Milling Sub-contractor was Charbon Bridge of Madisonville, Kentucky. The award was presented at the NAPA convention in Hawaii in February.

Program Rewards Students and Mentors

The Special Friends mentoring program was established in 1996 as a way to assist students who have been identified by school personnel as needing additional assistance in reaching their full potential. Although it was started in Franklin County, the program has expanded to Meade County and plans are underway to start programs in Woodford and Powell Counties. There are presently 103 mentors, and 100 students remain on waiting lists in Franklin County alone. Teachers who have students in the program report the following results: fewer absences and tardies; more homework completion; more acceptable social behavior; and increased self-esteem.

The following comments from mentors reveal that the program is rewarding for mentors too:



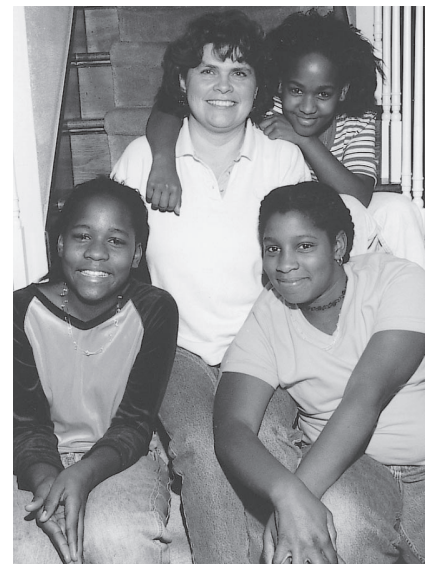
Nelson Henson with his special friend Charlie.

When our local Optimist Club began to discuss mentoring as a project, we thought of how much it would mean for a child to have a special friend. What we didn't realize was just how much the children would mean to us. Through spending time with Charlie, I now see our community as our children and youth see it. You and I must be the ones to make a difference. It can only happen if we are involved. Mentoring requires no particular skills, just a willingness to spend time with a child who needs to feel special.

*Nelson Henson
State Employee working in the
Department of Juvenile Justice*

I have granddaughters, Makayla and Torey, who call my "special friends" my girl friends. That's what Tonya, Tiffany, and Carla are - my friends. We had a slumber party not long ago and I enjoyed having them there as much as they enjoyed spending the night. I also enjoy spending time with them at lunch - watching them interact with their friends and teachers. If I'm making a small difference in their lives and providing them a new experience, then I will be satisfied with my role as a mentor. It's my way of making an impact on today's youth with the resources and time that I have.

*Peggy Williams
State Employee working in the
Legislative Ethics Commission*



Peggy Williams surrounded by her special friends Tonya, Tiffany, and Carla.

For additional information on how to be a mentor or to start a program in your area contact Ronnie Dunn, Employee Services, CHR Building, 275 East Main Street, 5 C-C, Frankfort, KY 40621 or (502) 564-7770 ext. 3566.



Governmental Services Center

Message From the Executive Director

by Bob Peters



CPM Strategic Planning Team members brief Executive Director Bob Peters on proposed changes. From left to right: Kathy Wade, Ed Klee, Sharon Marcum, Bob Peters, and Margaret McClain.

After completing the rigorous process of reaccreditation for the Kentucky Certified Public Manager (CPM) program last year and achieving accreditation for another five years, we decided that “good enough” wasn’t good enough. We wanted to be better, perhaps even the best. We also wanted to make sure that our program reflects current leadership and management theory and practice so that our CPM graduates will be prepared for the complex world they face as government managers in the 21st century.

In October, we created a CPM Strategic Planning Team within GSC to explore how we could improve our CPM program. This team includes Sharon Marcum, Ed Klee, Margaret McClain, Lee Ann Tramontin, and Kathy Wade. While there is still a lot of work to be

done, we have made some major decisions about what the program will be like in the future.

The CPM Strategic Planning Team has done extensive benchmarking and gathering of information about best practices in other state CPM programs. They have also consulted with our Kentucky CPM Advisory Board for input and reaction to proposals. This board includes leaders and managers from seven cabinets in state government.

In our improvements, we have first refocused the program to emphasize management competencies in the public sector. A competency is simply an ability to perform. The CPM program is not just about knowledge, it is about the application of knowledge, skills, and methods to the work environment. The CPM team has identified 5 basic competency areas that will be addressed in the curriculum: Personal Development, Interpersonal Skills, Critical Thinking, Organization Performance Skills, and Service Orientation.

Although the revised program retains the overall requirement of 300 hours of training required by the national accreditation guidelines, there is a new program design. In fact, there are now two programs: the Certificate of Management Fundamentals program and the Certified Public Manager program. The CMF program focus is on leadership skills and competencies for managing individual performance, while the CPM program focus is on leadership skills and competencies for managing team and organizational performance. It should be noted that successful completion of the CMF program is one requirement for eligibility to apply to the CPM program.

One of the most significant changes in the new CMF and CPM programs is that there will be no electives. In the future, all participants will be required to complete the same core curriculum. The specific workshops in each program are outlined on the next page. As required for national accreditation guidelines, there will continue to be written tests and application projects. The number and nature of these tests and projects will be revised to focus on the competencies addressed in each program.

The new requirements will become effective on July 1, 2000, for all new applicants admitted to the Certificate of Management Fundamentals program. All pending applications will be assigned a July 1, 2000, entry date. Details of the transition to the new program for current participants are still being developed, and we will make every effort to minimize any potential negative impact. Current participants will receive a direct mailing from GSC explaining how they will be affected by the changes.

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The Kentucky Certified Public Manager program is the flagship program of GSC. It is the primary avenue for meeting our statutory responsibility for providing the highest quality leadership training for managers in Kentucky state government. We are confident that these changes will lift our program to a higher level of excellence of which we will all be proud and from which we will all benefit.

New CMF/CPM Program Required Workshops

Certificate of Management Fundamentals Program

- CMF Program Orientation and Project Writing
- Leadership I: Fundamental Leadership Skills
- Performance Management: Planning, Coaching, Evaluating
- Managing Relationships at Work
- Interpersonal and Organizational Communication *
- Dealing With Conflict
- Problems and Decisions
- Managing Human Resource Systems in the Public Sector *
- Business Writing for Managers
- Conducting Effective Meetings

Certified Public Manager Program

Prerequisite: Certificate of Management Fundamentals

- CPM Program Orientation and Project Writing
- Leadership II: Developing Others
- Leading and Coaching High Performing Teams *
- Facilitation Skills
- Managing Organizational Change
- Leadership III: Achieving Organizational Alignment
- Structured Behavioral Interviewing: Improving Staffing Decisions
- Introduction to Process Improvement
- Project Management *
- Fundamentals of Strategic Planning and Performance Measurement *
- Leading Organizational Transition *
- Fundamentals of Budgeting
- Introduction to Organizational Diagnosis Tools and Techniques *
- Capstone Seminar

* New or Revised Workshops

Ooops!

In the January issue of the *Communiqué*, we listed the recipients of the Certified Public Manager certificate. Unfortunately, the names of the General Government group of recipients were left out. Here's the list. Congratulations!

Jamie Abbott, Agriculture
Debbie Gibbs Crouch, Veterans Affairs
Charlene Galyon, Agriculture

Charlene W. Jacobs, Auditor's Office
Douglas G. Wylie, Agriculture

New Trainers Join GSC Staff



Wes Swarner and Jeanne Olivas are the newest additions to the training staff.

Two new trainers have recently joined the GSC staff. Wes Swarner came to GSC from Kentucky Retirement Systems. He spent 21 years in the United States Army, retiring as a Master Sergeant in 1999. He has over 16 years training experience in both employee and program development. Swarner is originally from Beavercreek, Ohio, and is a graduate of the University of Louisville with a BS in health occupations education.

Jeanne Olivas comes to GSC after eight years with the Kentucky Department of Agriculture where she served as a program coordinator. Olivas is originally from California and has a BS in physiology from the University of California at Davis. From 1985-1989, Olivas and her brother ran a successful construction and development company in California. She moved to Kentucky in 1990. Her interests include playing tennis and golf, hiking, travel, and bungee jumping.

Swarner and Olivas bring a wealth of knowledge and experience as well as great enthusiasm to their new assignments with the GSC Management and Employee Development Team.

Top CPM Project Selected

One of the requirements of the Certified Public Manager program is the completion of several projects that involve applying what has been learned to the real world of work. At the CPM awards ceremony last November, nine CPM participants received recognition for outstanding projects. The Kentucky Society for Certified Public Managers then picked Cathy Higgenbotham as the best from Kentucky. She will represent our program in a national award selection process at the American Academy of Certified Public Managers' annual conference in St. Petersburg, Florida, in June. Cathy is Manager of the Technical and Administrative Services Branch, Division of Laboratory Services, Department of Public Health, Health Services Cabinet in Frankfort. She has been with state government since 1969.



Cathy Higgenbotham was selected for best CPM project by the Kentucky Society for Certified Public Managers.



GSC Bowl for Kids' Sake team: Front row (left to right): Wes Swarner and Katy Cave. Back row (left to right): Jeanne Olivas, Ed Klee, Kathy Wade, and James Hale.

GSC Bowling for Kids' Sake

The GSC team, affectionately self-named the Pinheads, took to the lanes as part of the state employee effort to support the Big Brothers-Big Sisters program. Bowlers included Wes Swarner, Kathy Wade, Ed Klee, Jeanne Olivas, and team leader, James Hale. The team raised \$672 from pledges. Katy Cave and Allen Bryan provided cheerleading and coaching support and helped consume the large amounts of free food and soft drinks provided for participants.

Governmental Services Center 2000 Quarterly Workshop Schedule

Training conducted in Frankfort is held in the Academic Services Building (ASB) on the campus of Kentucky State University. Training rooms are listed under location. All cars without approved parking permits, as well as those illegally parked, are subject to towing. Workshops are also conducted at state parks, universities, and other facilities as noted under location. In Louisville, training is conducted at the Corrections Training Center, 312 Whittington Parkway. All workshops begin at 8:30 a.m. unless otherwise noted.

WORKSHOP	LOCATION	JULY	AUGUST	SEPTEMBER
Behavioral Interviewing	Jenny Wiley	26-27		
	542		22-23	
Building Assertiveness Skills	536	5-6		
Business Writing for Managers	539	14		
	542			12
Conducting Effective Meetings	539	13		
	Murray State	25		
Dealing with Conflict	542	5-6		
	539	11-12		
	Jenny Wiley		29-30	
	542			14-15
Developing Effective Presentation Skills	539		17-18	
Developing High Performing Teams	539			19-20
Equal Employment Opportunity	536		10	
Executive Branch Ethics	536			11
Facilitation Skills	542	13-14		
	542			5-6
	Jenny Wiley			19-20
Improving Interpersonal Communication	539	5-6		
Intro to Process Improvement	Murray State	26		
	539		24	
	539			5
Leadership I	536	11-14		
	Ky Dam Village		29-Sept 1	
	542			19-22
Leadership II	542	18-21		
	Murray State		15-18	
	Jenny Wiley		29-Sept 1	
Leadership III	Pine Mountain	11-14		
Managing Human Resource Systems	Natural Bridge	25-26		
Managing Organizational Change	Ky Dam Village		15-16	
	539		15-16	
Managing Relationships at Work	539			7-8
Navigating Through Change	542	11		
	539			22
New Managers Survival School	542		15-16	
Performance Management	542		8-9	
	539		22-23	
	Kenlake			12-13
	Pine Mountain		15-16	
Problems and Decision	542		10-11	
	Jenny Wiley			19-20
	536			21-22
CPM Project Writing Seminar (<i>Current Phase I and Phase II CPM Candidates Enrolled PRIOR to July 1, 2000 Only</i>)	536	14 (8:30am)		
	Ky Dam Village		28 (1:00pm)	
	542			18 (1:00pm)
Time/Stress Management	539			12
Workplace Violence	542		1	

Contact your agency liaison to register for the workshops listed. Participants may take three workshops per quarter. You will receive an e-mail or letter from GSC to inform you of your class enrollment. You are required to e-mail or call GSC ASAP to confirm your attendance. Cancellations of a workshop by a participant must be processed through the agency liaison.

Information about workshops, a listing of agency liaisons, and other information about GSC is available on our web site at <http://www.state.ky.us/agencies/finance/depts/gsc/gscpage.htm>



Update

EMPOWER Kentucky Hosts Project Exhibition

EMPOWER Kentucky hosted an exhibition of 23 EMPOWER Kentucky projects and initiatives on Wednesday morning, January 19 at the Frankfort Civic Center. The exhibit represented various projects in 8 Cabinets and the Governor's Office of Information Technology.

Governor Paul Patton, members of the General Assembly, Cabinet officials, and state government employees attended the exhibition to get a first hand look at the benefits to Kentucky citizens and to state government resulting from the implementation of EMPOWER Kentucky. The frontline employees who worked on the development of the projects were on hand to demonstrate each exhibit.



Officer Tristen Truesdell, Department of Vehicle Enforcement, Transportation Cabinet, demonstrates for Governor Patton new mobile data terminals used in safety inspections.

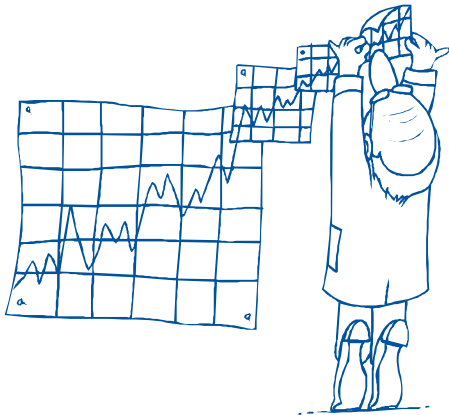


Susan Lambert, GIS; Sally Davis, Governor's Office; and Governor Patton discuss the many implications of the Geographic Information System.



Patrice Carroll, Simplified Access Project Manager and Larry Doyle, CFC Simplified Access Team, explain KY Cares program to Governor Patton.

Workforce Development Cabinet Redesign Underway



Early this year, the Cabinet for Workforce Development embarked on a cabinet redesign of selected service delivery and administrative processes. The employee-driven redesign is building upon EMPOWER Kentucky initiatives and individual agency efforts in continuous improvement.

The Cabinet for Workforce Development exists in an environment that has changed greatly in the 10 years since its establishment. Changes, both internal and external, have influenced the Cabinet for the past several years and show no signs of subsiding. Global, national, and Kentucky's economies are different. Changing customer demands have affected the way we do our jobs, and how we deliver services that customers want and need. The Workforce Investment Act and welfare reform have influenced the way the Cabinet and its agencies conduct business, and that influence will continue for several years.

Recognizing that the best way for Workforce Development agencies to remain viable in the midst of such diverse change is to evolve along with customers and other influences, Secretary Allen D. Rose endorsed an employee-driven redesign. This effort is being carried out by seven teams composed of employees from the field and from Frankfort and overseen by a steering committee composed of top cabinet leadership.

At an event to kick-off the teams' work, Secretary Rose expressed his commitment to cabinet redesign and noted that in his career in the private sector, he had been involved in redesign efforts 15 times.

Ron Bingham of the EMPOWER Kentucky office agreed with Secretary Rose's assessment. The Cabinet's redesign has been designated an EMPOWER Kentucky initiative.

"This cabinet is critical to the Commonwealth," he said. "To achieve the governor's goal of raising the per capita income, it's going to start here, with this agency. This cabinet is a crucial part of the state's economic development — it just can't be done without you.

"Families won't become self sufficient without your help. There's a huge need in the area of adult education — that can't be done without you. There are training needs — they can't be done without you."

The first step for the steering committee, facilitated by Bingham, was to develop three redesign goals:

Goal I — Increase efficiency and effectiveness of programmatic and administrative processes within the Cabinet for Workforce Development.

Four employee teams are addressing redesign of the following administrative areas: personnel practices and human resource development; fiscal services, including accounting, budgeting, purchasing and facility management; information technology; and marketing and internal communication. Two employee teams will address service delivery to individual customers and service delivery to business customers.

Goal II — Provide comprehensive workforce development information through a centralized information center so that individuals, employers, and communities can make informed decisions.

In Phase 1, one employee team will inventory existing data and information, identify gaps, and develop a vision of the Cabinet's leadership role in providing information.

Goal III — Increase employment by proactively developing the workforce through raising education and training completion rates.

This goal will be addressed by an employee team or teams later in the year.

The team members have received training, funded by EMPOWER Kentucky, on team development and how to evaluate and redesign processes. Teams are examining the "as is" of selected processes and creating a vision for the future of these processes. These visions, along with recommendations developed by the teams, will be taken to the steering committee for review before changes will be made. After visions and recommendations have been adopted, the teams will develop implementation plans where necessary.

More than likely, the overall redesign process will continue over the next couple of years. Some redesigned processes may be implemented across the state at once; others may be piloted in various sites prior to statewide implementation. The implementation timelines depend largely on redesign teams' findings and recommendations.

The steering committee has strongly urged all employees to participate in the redesign process by offering input, attending staff meetings about redesign, sharing ideas and suggestions with redesign team members, participating in focus groups if selected, and reading communications about the evolving process.

Kentucky's Surface Mining Program Makes History

by David Nance/Department for Surface Mining Reclamation and Enforcement

When Bruce Gillespie of Summit Engineering delivered a compact disc to the Department for Surface Mining Reclamation and Enforcement (DSMRE), he became part of an important milestone in the department's history. The CD contained a permit application for Sidney Coal Co. Inc (application number 898-5741 amendment #3). It was the first complete surface coal mining permit application ever submitted to the department electronically. This submission marked the final step in the department's efforts to implement an electronic permit review process. It also moved the department closer to its goal of receiving, reviewing, and issuing permits in an electronic format.

The department's electronic permitting effort began with a test project in its Division of Permits—Ownership and Control Section. In the fall of 1998, the department began electronically accepting and reviewing the text-based, administrative portion of mining applications. This portion of the application was easier to submit and process electronically than the remainder of the application because it did not require a large computer data file. The success of this test project led the department to begin its efforts to make the remaining technical part of the application available electronically.



Bruce Gillespie, Summit Engineering, submits the first electronic surface coal mining permit application on CD to the Department of Surface Mining Reclamation and Enforcement.

The next year brought a series of meetings with department personnel and industry engineers. Their challenge was to develop an electronic format that could handle the large data files needed for the maps, drawings, and complex text that are part of the technical portion of the permit application. In October 1999, the department released this new format to the industry. This is the application form that Sidney Coal submitted on November 19, 1999.

The technical application is based on Microsoft Word. It features custom toolbars that allow engineers to easily insert attachments, large maps, and drawings into the permit application. Navigation tools built into the application greatly enhance the permit reviewers' ability to quickly locate appropriate sections of the application. These features combine into a simple process for assembling and filing a technical permit application.

Once received, the Sidney application moved into the next portion of the electronic permit review; it was filed in the electronic document management system. The document management system is similar to an electronic file room and makes the electronic application and all related documents accessible by multiple department personnel at the same time.

Next, the department transferred the Sidney application into the technical review workflow. This process allows the permit application to move electronically step-by-step through the permit review process. It greatly improves the efficiency of the review by eliminating the need to move the application from desk to desk.

"The electronic permit program has the potential of making the permitting process quicker and easier for the coal industry," said Michael Parker, a project engineer for Summit Engineering. "The program also has the promise of allowing greater public access to the information contained in the permit."

The department will soon expand its electronic permit capabilities to include the ability to issue permits electronically.

The success of the electronic permitting project in the Division of Permits has led the department to look at ways of improving the electronic workflow process in its Division of Field Services. The department is also currently enhancing its document management system, which will make information more accessible to the public, the regulated community, and the department's inspection personnel.

With all the components of electronic permit review in place, the DSMRE hopes more companies will take advantage of this simple and economical way to submit their surface coal mining permit applications.

Country Store Meets the Internet

You could always find anything and everything you needed at the Country and Farm Stores in your community. Nowadays, all you have to do is log onto the Kentucky Department of Agriculture web site (www.kyagr.com), and you can return to those stores of yesteryear.

The Country Store allows web users to see Kentucky foods and products of all varieties, along with the location that may be closest to them or the one that has just the right product. The Farm Store is where buyers can look for and purchase Kentucky livestock, wood products, equipment, services, and a lot more.

Agricultural enterprises that post web sites through the free site-building service on the Department's web site now also have the option of adding photographs to their sites as a result of enhancements to the service. The service now offers three new templates to the three existing ones for clients to choose from, and clients may add their domain names at the end of the addresses to their sites.

"These are ways that we can make a good service even better," Kentucky Agriculture Commissioner Billy Ray Smith said. "The web site building service is something any Kentucky agricultural enterprise can utilize to promote its products to a worldwide audience."

The changes, and others projected for the coming months, stem from suggestions from users, said Scott Willett, Director of the Department's Division of Information Technology. "We welcome ideas from the public," he said.

Willett said an average of three to five new web sites have been added each day through the Department's easy, five-step service since it was launched on the eve of the Kentucky State Fair in August 1999.

For more information on the free service, contact Willett or Kathy Silva toll-free at 1-888-567-9589.

New P-1 Process Under Development

Under the auspices of the Secretary of the Personnel Cabinet, and in conjunction with the Personnel Council, a P-1 Process Mapping team was established in October, 1999. David Cooke, Deputy Commissioner of Personnel Administration, was asked to serve as facilitator for this team which consists of 10 employees from different agencies, including the Personnel Cabinet. The team has conducted a number of meetings, and laid out a process map outlining each step a P-1 follows from initiation in an agency all the way through the production of a turnaround form produced by the Personnel Cabinet, which is then returned to the agency. The process map, showing the 14 major steps and sub-steps, lines the wall of the small conference room in the Personnel Cabinet. The process map also contains a number of notations indicating lessons learned from this process, opportunities for streamlining and improving the P-1 process, and quick wins. The Committee is currently working on its recommendations to the Secretary of the Personnel Cabinet and the Commissioner of Personnel Administration, and is expected to present these in the near future, which should result in an improved P-1 process for all involved.

EMPOWER Kentucky Releases Progress Report

Launched in 1996, EMPOWER Kentucky reflects Governor Paul Patton's commitment to the people of Kentucky to improve the way state government does business. With the support of the General Assembly, the changes being made to meet that commitment range from broad, government-wide initiatives to small modifications in single programs. The EMPOWER Kentucky office recently released the EMPOWER Kentucky Progress Report 2000 which is a comprehensive review of EMPOWER's projects and accomplishments since its inception in 1996. To view the full report visit the EMPOWER Kentucky web site at <http://empower.state.ky.us> and click on Progress Report 2000. You can also contact the EMPOWER Kentucky office for a hard copy of the report at (502) 564-2611.

New Kentucky Nature License Plate Unveiled



In January, the newest Kentucky nature license plate was unveiled. This new design, a bobcat prowling through rhododendron, was selected by the general public through a 1999 voting campaign offering several beautiful alternatives. This plate will join two other nature license plates featuring the Kentucky warbler and our state bird, the cardinal. These plates are available at each county clerk's office and may be obtained for an additional \$10 over the normal \$15 registration fee.

The proceeds from the sale of Kentucky nature license plates are used by the Kentucky Heritage Land Conservation Fund to provide grants for the purchase, protection, and management of selected natural areas in the Commonwealth; to protect rare and endangered species and migratory bird habitat; and to provide additional natural areas for public use, outdoor recreation and education. In addition to nature license plate sales, the fund is supported by the state portion of the unmined mineral tax and environmental fines collected by the Kentucky Natural Resources and Environmental Protection Cabinet.

Over 9,000 acres in 23 counties have been purchased using Heritage Land funds. Examples of significant purchases include a joint project between several state agencies of approximately 3,600 acres in Bell County, and the purchase of 1,025 acres on Stone Mountain by the Harlan County Fiscal Court. Thirty-four additional purchases are approved and pending final acquisition by local governments, universities, and state agencies. These projects have already added to the state's outdoor classrooms, wildlife management areas, wild rivers, nature preserves, and state parks. Funding is often used to match other private and federal funds.

So the next time you renew your license plate, please consider spending an extra \$10 for a Kentucky nature license plate. The \$10 is tax deductible and clearly tells everyone you support "Nature's Finest."

Seniors Find Insurance Answers a Phone Call Away

A new toll-free number is now available for use by seniors who have questions about health insurance. Health care has undergone many changes that are often fast-paced and confusing. As a result, there is a growing need for information and assistance in this area.

Kentucky's State Health Insurance Assistance Program (SHIP) is meeting this need at 1-877-293-SHIP (1-877-293-7447). The TTY number for hearing impaired is 1-888-642-1137. SHIP is managed by the Cabinet for Health Services' Office of Aging Services. It is an insurance counseling program for seniors who are Medicare beneficiaries, and other senior health insurance consumers. SHIP provides objective information, counseling, and referral services to assist older Kentuckians with their health insurance coordination.



"This program is good news for seniors in Kentucky. Health insurance concerns can be frustrating for all of us, especially older individuals who are faced with constantly changing rules and regulations related to health insurance. We are pleased to be able to offer this important service to older Kentuckians," according to Jerry Whitley, Executive Director, Office of Aging Services.

By using the SHIP program toll-free number, Kentucky seniors have access to accurate and timely information about health coverage issues. Counselors are available to assist callers from 8:00 a.m. - 4:30 p.m. EST, Monday-Friday. A message is taken during non-business hours and all messages are returned promptly the next business day.

SHIP has already provided assistance to thousands of older citizens in Kentucky and this new toll-free number has expanded the program to reach many more in need.

Internet Guide Helps Adults Returning to School

The Kentucky Higher Education Assistance Authority (KHEAA) has prepared a guide for nontraditional students considering a college education or technical training. This guide, *Adults Returning to School*, can be found on KHEAA's web site at www.kheaa.com.

Adults Returning to School provides up-to-date facts on admissions, costs, financial aid, and academic programs at Kentucky colleges, technical colleges, and proprietary (trade) schools. It also has information of particular interest to nontraditional students such as names of nontraditional student advisors, married student housing, campus day care, evening and weekend classes, credit for military courses and work experience, GED review classes and testing centers, and other government assistance programs which may improve higher education opportunities.

KHEAA is the state agency that administers grant, work-study, savings, Federal Family Education Loan, and scholarship programs for Kentucky students.

For more information about KHEAA programs and services, write to the Kentucky Higher Education Assistance Authority, 1050 US Highway 127 S, Frankfort, KY 40601-4323; call (800) 928-8926, extension 7381; visit www.kheaa.com; fax (502) 696-7373; or e-mail tballard@kheaa.com.

State Library Surveys State Employees' Information Needs

In an effort to provide better services to state government employees, the State Library is conducting an on-line survey to determine current and future information needs. A random selection of state employees will be contacted by e-mail and asked to complete a brief survey about the types of information and services they need on the job. Participation is voluntary and confidential.

The State Library serves state employees by:

- Maintaining a collection of relevant, quality information sources
- Offering professional reference services
- Providing timely and efficient information retrieval and delivery services.

The State Library, a division of the Department for Libraries and Archives, is located at 300 Coffee Tree Road (off the East-West Connector). The Library is open Monday-Thursday 8:00 to 5:00, and Friday 8:00 to 4:30. Reference questions are welcome in person, by phone at 564-8300, ext. 342, or on-line via the "askLib" service at <http://www.kdla.net/libserv/refmail.htm>.

Louisville Convention Center Gets New Identity

Louisville's major convention center recently shed its old façade and was transformed into a beautiful, functional asset to the downtown community. To make the transformation complete, Governor Paul Patton announced at the Grand Opening celebration on January 21 that the Commonwealth Convention Center would now be known as the Kentucky International Convention Center.

The name was chosen for its broad appeal and open invitation to international events looking to book convention space. A new, spherical logo accompanies the Kentucky International Convention Center name. With the expanded facility space, Louisville is on the level to compete with convention centers in other comparable cities. Papa John's International, Inc., Meeting Professionals International, and International Porcelain Artists are some of the international visitors currently booked at the facility.

One of the most recognizable features of the convention center's exterior is an expansive, awe-inspiring supertruss that serves as the center of the new logo design. Inset in a navy blue jagged sphere representing the new global name, the turquoise green supertruss resembles a bridge over water - an image familiar to Louisville residents and visitors.

To complete the total package, the Kentucky International Convention Center has a new web site, which offers all new facility information. For the first time, the convention center web site can be found at its own address - www.kyconvention.org - hosted by Win.net. The Kentucky State Fair Board, an agency of the Tourism Development Cabinet, operates the Kentucky International Convention Center.

Executive Branch Ethics Commission Summary of Significant 1999 Advisory Opinions

The Commission issued 53 advisory opinions in 1999. This summary includes only the most significant advisory opinions that are applicable to state employees. They are summarized as follows:

Advisory Opinion 99-4: Employees of the Office of the State Treasurer may participate in a public auction held by their agency.

Advisory Opinion 99-7: Employees may not use state equipment or state time for personal benefit.

Advisory Opinion 99-8: A conflict of interest exists for the Board of Medical Licensure to be staffed by employees who are paid by the Kentucky Medical Association.

Advisory Opinion 99-9: The general counsel for a regulatory board is prohibited from presenting continuing classes to land surveyors regulated by the board.

Advisory Opinion 99-14: Employees may accept prize from Kentucky Derby Festival organization because the prize is based solely on skill and is open to other than state employees.

Advisory Opinion 99-15: The messenger mail system may be used for the delivery of state employee organization newsletters if management determines that such use is a proper use of state resources.

Advisory Opinion 99-18: Within six months of leaving state government, a former director may provide consulting work for a subcontractor of a company that contracts with the state agency for which he worked because the work for the subcontractor is not related to the contractor's work for the state agency and also because the subcontractor does not have a contract with the state agency for which the director formerly worked.

Advisory Opinion 99-22: An employee may serve on the board of a private entity that receives funding from the state agency for which the employee works provided the employee has no involvement with the private entity as a part of his official duty.

Advisory Opinion 99-23: A director may not accept a trip to a transportation research center from a vendor or potential vendor of his state agency.

Advisory Opinion 99-24: An employee may use state resources to inquire regarding rights and responsibilities pursuant to the Americans With Disabilities Act. However, an employee may not use state time and equipment to pursue a grievance.

Advisory Opinion 99-30: A conflict of interest does not exist for an employee whose spouse owns more than a \$10,000 interest in a bank that is regulated by the division over which the employee is the director, provided the employee refrains from involvement in matters pertaining to the bank.

Advisory Opinion 99-41: The departments within the Workforce Development Cabinet are not considered separate state agencies for purposes of the Executive Branch Code of Ethics.

Advisory Opinion 99-48: A former employee may accept employment as a consultant for a nonprofit corporation to which he provided services as a state employee, but for one year may not represent the corporation before his former state agency in matters in which he had direct involvement.

Advisory Opinion 99-49: A director may privately employ contract workers employed by the agency for which he works provided he does not use his official position to give himself an advantage. Contract workers employed by the state to work on special projects, who are not hired through a P-1 employment document, are not considered public servants.

Advisory Opinion 99-50: Employees may use the electronic mail system to request sick leave donations if such action is within management policy. Agencies should implement in-house policies to allow reasonable requests, but prevent the abuse of the system.

To help educate the employees of your agency on provisions contained in the code of ethics, the staff of the Executive Branch Ethics Commission will provide up to a 3-hour class for your agency at no charge. These classes can be tailored to your specific agency, and include many "hands-on" activities. To schedule a class for your agency, contact Jo Ledford at 564-7954.

Deferred Comp Changes

Meeting on February 23, 2000, at their regularly scheduled quarterly Board Meeting, the Kentucky Public Employees' Deferred Compensation Authority Board of Trustees voted to make several important changes. These changes are highlighted below. For additional information, please see the April Deferred Compensation Newsletter or call the Authority: 1-800-542-2667, or in Frankfort, 573-7925.

New Fund Actions

The following Board Administrative mutual funds were added to the current Spectrum of Investment Options effective April 3, 2000:

1. Janus Global Technology Fund
2. INVESCO Telecommunications Fund
3. One Group Mid Cap Value Fund—Class A
4. Munder NetNet-Class A
5. INVESCO Small Company Growth Fund
6. Federated International Small Company Fund-Class A.

Governmental Plans Variable Annuity Actions

The Board unanimously approved to first suspend and secondly to terminate the Nationwide Governmental Plans Variable Annuity (GPVA). The target date for this termination is May 25, 2000.

With the impending termination of the GPVA contracts, the Board also moved to establish the following GPVA fund options on the Board Administered Mutual Fund side of the Spectrum of Investment Options effective April 3, 2000:

- 1) Nationwide Fund—Class D
- 2) Putnam Investors Fund—Class A
- 3) Putnam Voyager Fund—Class A
- 4) Franklin Small Cap Growth Fund—Class A
- 5) T. Rowe Price International Stock Fund.

By adding these funds April 3rd, participants will be able to continue deferrals into these funds without interruption when the GPVA contracts terminate. Also, any participant values remaining in these funds on the termination date will be automatically transferred to the same fund on the Board administered side without a market "blackout" period.

Additionally, the Board acted to close the Nationwide Money Market Fund and Oppenheimer Capital Appreciation A Fund simultaneously with the suspension and termination of the GPVA contracts. The Authority will provide participants advance notice of these impending actions and explain any values remaining on the termination date in: 1) the Nationwide Money Market Fund will default to the Federated Prime Obligations Money Market Fund and 2) the Oppenheimer Capital Appreciation A Fund will default to the MFS Massachusetts Investors Growth Stock Fund (Class A).

When the movement from the GPVA is complete, participants (previously participating in the GPVA) should see an immediate reduction in fees of at least 15 basis points (bps). In addition, all future valuations and reporting will be done in terms of shares (instead of the units used by the GPVA). This will make the Plans easier to understand and should facilitate the use of outside software to value accounts on home computers. Upon termination of the GPVA contracts, the Nationwide annuity purchase option will also be eliminated from the list of available payout options. This has not been a popular payout option.

Fund Closure Action

The Board also acted to close, effective April 3, 2000, the Neuberger Berman Partners Trust. This fund was closed because of its style drift from mid cap value to large cap value and the fact there was sufficient representation already available in the large cap value category. The Authority will advise participants of

their values in the Partners Trust and what like funds will be available for reinvestment. They will also be advised that if they have not fully redirected their Partners Trust value, and any future deferrals, by July 13, 2000, the remaining balance in the Neuberger Berman Partners Trust will default to the Davis New York Venture (Class A) Fund.

Fixed Contract Fund Change

As part of this commitment to provide high quality, well diversified investment products to Plan participants, the Board has contracted with Primco Capital Management, Louisville, Kentucky, to manage the assets of the Fixed Contract Fund (FCF). Primco was selected by the Board, with assistance from a nationally recognized investment consulting firm, after carefully evaluating a universe of highly qualified candidates as part of an RFP process. Primco is expected to provide the Fixed Contract Fund a higher credit quality portfolio of securities, increased diversification, interest rate responsiveness, and lower costs than the previous FCF structure.

Primco's approach to managing the FCF will be consistent with Board policy and an extension of what has previously been communicated to participants.

Record-Keeping and Investment Consultant Services

Following an RFP process, and based on recommendations from staff, the Board awarded contracts for Record-keeping and Investment Consultant Services (variable funds) to National Deferred Compensation (NDC). Fixed Contract Fund Investment Consulting Services will continue to be provided by William M. Mercer, Inc. through the FCF structural transition. An RFP for a stable value investment consultant will be conducted early in year 2001.

Cabinet Comments...

Cabinet for Health Services

➤ A planning group that develops the state plan to prevent HIV infection in Kentucky is looking for some new members. The Kentucky HIV Prevention Community Planning Group (CPG) is a 31-member planning group responsible for developing a comprehensive HIV prevention plan for the state of Kentucky. The group is comprised of members of the community infected with, affected by, or at risk of infection from HIV, in addition to representatives from state and local health departments. Also serving on the planning group are individuals with expertise in various areas of health, human service, education program evaluation, as well as other fields. The group strives to be representative of the epidemic in Kentucky. The group is currently seeking additional representation from African Americans, Hispanics, youth, and residents of Eastern Kentucky. The Community Planning Group meets at 2:00 p.m., on the fourth Thursday of each month in Frankfort in the North Conference Room of the Best Western Hotel. Those interested in applying for CPG membership or who want more information may call John Butcher, CPG Administrator, at 1-800-420-7431 for an application. Information is on the CPG web site at: <http://members.aol.com/KentuckyCPG/index.html>. Applications may be completed on-line.

➤ On April 4, Jimmy D. Helton, Secretary of the Cabinet for Health Services, marked the release of the *Healthy Kentuckians 2010* report by accepting the first copy of the report from Dr. Rice Leach, commissioner of the Department for Public Health, in Frankfort. The two major goals in the report are to increase the quality and years of healthy life and to eliminate health disparities. *Healthy Kentuckians 2010* provides direction for individuals to change personal behaviors and for organizations and communities to support good health through health promotion policies. *Healthy Kentuckians 2010* will be used to plan and evaluate public health efforts for the next decade. This document, along with the Kentucky Public Health Improvement Plan, provides an updated framework to optimize the health of all Kentuckians. Copies of *Healthy Kentuckians 2010* may be obtained by calling the Health Policy Development Branch at (502) 564-9592 or writing the Division of Epidemiology and Health Planning, Cabinet for Health Services, HS-2C-B75, 275 East Main, Frankfort, KY 40621.

Department of Military Affairs

➤ Mark your calendars for Saturday, May 20, 8:30 a.m., if you would like to participate in a 5K run to be held in conjunction with the Boone National Guard Center Armed Forces Day Celebration. The event will be open to the public. The registration forms will be available in early April and registration will cost \$10 and include a T-shirt. Awards will be presented. More details will follow. Contact Col. Joe Warren via e-mail at: warrenjw@bngc.dma.state.ky.us or (502) 607-1462.

Education, Arts & Humanities Cabinet

➤ Commission on the Deaf & Hard of Hearing

The Kentucky Commission on the Deaf & Hard of Hearing would like to invite everyone to DeaFestival 2000 on May 28, 2000, from 10:00 a.m. to 6:00 p.m. at the new Northern Kentucky Convention Center. DeaFestival 2000 is free and accessible to everyone! To receive an official poster and get further information, visit our web site: www.deafestival.org or call (800) 372-2907.

➤ Kentucky Craft Marketing Program

In recognition of his efforts to support Kentucky's craft industry during his first term of office, Governor Paul Patton was presented with the Kentucky Crafted Millennium Award, on behalf of the state's craft community. The award was given in conjunction with Kentucky Crafted: The Market and presented on January 26, in the Capitol Rotunda. The Governor was also presented with a handmade basket by Jennifer Heller of Wilmore, Kentucky. Heller, a former Kentucky Crafted exhibitor, will return to the Market this year as part of a special millennium homecoming. Kentucky Crafted: The Market connects national retailers with Kentucky craftspeople and generates over \$3 million in sales. "With Kentucky's position as the national leader in the craft industry, we are very fortunate to have a Governor who demonstrates such a high level of commitment to our craftspeople," says Fran Redmon, Director of the Kentucky Craft Marketing Program. "During his first term, we have seen him support and initiate programs that provide a secure future for Kentucky crafts." Governor Patton's dedication to Kentucky crafts has been evident through his role in the development of the Kentucky Appalachian Artisans Center and Kentucky Technical School of Arts and Crafts in Hindman, and the Kentucky Artisans Gateway Center in Berea. He has shown recognition for individuals choosing crafts as a profession and has demonstrated a belief in the cultural and historical value of Kentucky's crafts. Redmon adds, "These new initiatives will bring opportunities for a new generation of Kentuckians to pursue crafts as a lifelong occupation and help preserve many of the state's traditional craft forms that are beginning to be lost. The focus on tourism associated with the craft centers will expand the current economic impact of craft in Kentucky well beyond the present impact of fifty million dollars annually." (The Economic Impact of the Kentucky Craft Industry, 1993, University of Kentucky)

➤ ***Kentucky Heritage Council***

Mark your calendars and plan to attend Kentucky's Millennium Historic Preservation Conference, May 18-20, 2000, at the Brown Hotel in Louisville. Features of the conference include a Bookstore, an Exhibit/Trade show, and a live auction. The conference will also host several tours, which include Country Estates of River Road, Ohio River on the Spirit of Jefferson, Fort Duffield, St. James Court in Old Louisville, and a Walking Tour of Main Street. Please note that spacing is limited for the tours, so make your reservations early.

This Millennium Historic Preservation will conduct presentations on:

African American Heritage	Native American Heritage
Heritage Tourism	Organizational Development
Grants Workshop	Tax Credits for Historic Structures
Civil War Roundtable	Civil War Sites Preservation
Marine Hospital	Preserving Historic Landscapes
Old Houses	Local Preservation Commission Training
Smart Growth	Preserving Walls & Windows
Kentucky Images	Preservation Law
Main Street	Kentucky Architectural Review Board

The student winners of the 2000 Historic Preservation Photo-essay Competition will be announced at the Opening Plenary session at the Palace Theatre. The Ida Lee Willis Memorial Foundation will also present their annual historic preservation awards at the conference.

The Kentucky Heritage Council, the State Historic Preservation Office, is an agency of the Education, Arts & Humanities Cabinet. For more information, or to request a registration packet, contact the Kentucky Heritage Council, 300 Washington Street, Frankfort, KY 40601, or call (502) 564-7005 ext. 133. Visit our web site at www.state.ky.us/agencies/khc/khchome.htm.

General Government

➤ ***Kentucky Commission on Human Rights***

The Kentucky Commission on Human Rights will host its 40th Anniversary Celebration and the unveiling of the Kentucky Civil Rights Hall of Fame on July 18, 2000, at the Louisville Gardens. For more information, contact the Kentucky Commission on Human Rights, 332 W. Broadway, 7th Floor, Louisville, Kentucky, (502) 595-4024 or (800) 292-5566.

Tourism Development Cabinet

➤ ***Department of Travel***

Kentucky's Great Getaway Guide for 2000 is now available to the public. The 130-page book contains information about attractions, accommodations, and events throughout the state. The guide also contains eight convenient itineraries that make it easier than ever to plan a Great Kentucky Getaway! You may request a free copy of the Getaway Guide from the Kentucky Department of Travel by phone 1-800-225-TRIP (8747); e-mail travel@mail.state.ky.us; or mail KDT, 500 Mero Street, 22nd floor, Frankfort, KY 40601.

➤ Kentucky's rich history and culture is due in no small part to the African-Americans who helped shape the state. An African-American accompanied Daniel Boone upon his first arrival in 1769, and since the first thoroughbred horse was brought into the Commonwealth in 1779, African-Americans have played an important role in all aspects of the racing industry. Tapestry, A Visitor's Guide to Kentucky's African-American Heritage is a 48-page publication that identifies sites and events for people interested in Kentucky's diverse African-American legacy. It includes sketches of noted African-Americans with ties to the Commonwealth. To receive a free copy, call the Department of Travel at 1-800-225-TRIP (8747); or visit our web site at www.kentuckytourism.com.

Articles contained in this newsletter were submitted by respective agency information liaisons. To submit articles, contact your agency liaison.

Comments and suggestions are always welcome. We may be reached at (502) 564-3433 or 1-800-471-1753 or e-mail us at debbie.sutherland@mail.state.ky.us

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we still must deal with the issue of finding a better solid waste disposal program to clean up our roads and countrysides.

The 2000 General Assembly has definitely enacted some positive changes. But, as I write this, many critical decisions have yet to be made. Funding for our elementary and high schools faces serious threats, as do increased funding for adult education and adequate funding for Medicaid services. The budget remains a big issue this session, and we have worked very hard to ensure that a good one is passed.

But it is impossible to predict exactly what the outcome on these issues will be. What I can do, though, is assure you that whatever happens we will continue to work to improve the quality of life and to fight for new education and economic opportunities for all Kentuckians. We were elected to move Kentucky forward, and we pledge once again to honor the commitment we made to all of you when we took office.



(Continued from page 7)

last minute. As if that wasn't enough, all traces of the gala had to be removed from inside the building in a matter of hours so tours could be conducted the next morning for the Derby breakfast. Deadlines required that new concrete walks in front of the Governor's Mansion be poured in unseasonable January. To smooth the stuff and have it dry properly, small tents were built over the walks and heaters were used to keep ice off the surface. During an inaugural, all of the reviewing stands and platforms were painted Kentucky blue with latex paint. Constant rains during the weeks of setup meant that Capital Avenue was literally running blue by the time the governor was sworn in. Some people will remember when the mansion was condemned and the first family moved to Lexington. More than 300 candles were placed on fence posts and beyond and lighted for the start of an evening event. When the governor landed in the helicopter from Frankfort, all candles were snuffed out at once.

Recycling at its Creative Best

About 80 percent of the building materials used for platforms, dancing floors, band stages, and reviewing stands are used again and again. Then they may find their way into a permanent construction like a loading dock or other project. Materials that were purchased in the '80s are still in use and Building Services can document how a particular piece may have been used by the coats of paint showing on its surface. Landscaping materials used to spruce up events are all rotated into permanent plantings elsewhere on the grounds.

The creative abilities of this staff would delight the most sophisticated decorator. Show them a photo and they can make sono tubes, which are normally used as forms for concrete, into faux marble columns or elaborate candelabras from scraps. For one event at the mansion, they were asked to construct a miniature replica of a governor's hometown. For a state fair, they built a "hometown" facade for all the agency booths, and a Dick Tracy theme, complete with a 1949 Ford, was depicted for another.

To sum up unlimited occasions and circumstances, the Building Services Division stands ready 24/7 to face just about anything that affects state-owned facilities. Mills intends for his staff to meet the standards for the Baldrige Award for service and efficiency in five years. "We have made considerable progress in this division over the past several years," he said. "Lots of elements for how facilities are maintained have changed with technology since many of these buildings were constructed. We have the challenge of taking the materials of yesterday and combining them with the innovations of today as well as constantly improving the service we provide to other state agencies. I speak for all of us in saying we look forward to making a difference."